SVRA

Sylva Vista Road Association, Inc

Annual Meeting Minutes

July 11, 2026

Call to order: Tom Pasko called the meeting to order at 12:30 p.m. He clarified that the sign-up sheet was for the attendance record as well as the emergency notification system.

Attendees: Tom Paskow, Ron Van Alstyne, Pam Smolik, Barbara Olson, and Carter Allen and those on the sign-in sheet.

1) **Approval of the Minutes of the Annual Meeting** – July 5, 2025.

Motion to Approve last year's Annual Minutes by: Dennis Olson, Seconded by: Lisa Ware. The vote was approved, all in favor; none opposed.

2) **Financial Report** - Pam Van Alstyne stated as of June 30, 2026, the Association had approximately $45,000 in the bank, with most of that balance attributable to special-assessment receipts. $1,250 remained due from residents on approved payment plans and was expected by the August 31 fiscal year-end. $7,800 remained outstanding from members who had not paid as of June 30. Approximately $84,000 in 2026-2027 annual dues was expected to be collected by October 1, 2026. Special-assessment work was budgeted at approximately $80,000, and the 2026-2027 operating budget was approximately $70,000. For the ten months ended June 30, 2026, the Association collected approximately $81,000 and spent approximately $84,000.

Motion to Approve the Treasurer's Report as presented by: Nancy McConnell, seconded by: Karen Keatley. The vote was approved, all in favor; none opposed.

3) **Road-Maintenance Expense Detail** - In response to Gabe Mixon regarding the approximately $69,000 road-maintenance line item, Pam explained that most of the expense was paid to road contractors. The reported invoices included: August 27, 2025: $42,000 for road grading, culvert replacement, and stone, November 5, 2025: $7,000 for culvert work on Jut Gap and repairs north of Basswood, and May 14, 2025: $20,000 for grading, culvert work, and stone. The reported cost categories included approximately $15,000 for culverts, $28,000 for gravel and stone, $14,000 for grading, and $3,600 for labor. The gravel amount included approximately $6,700 for use of a large grader.

4) **Annual Road-Maintenance and Special-Assessment Recap** - The Board reviewed road conditions, drainage problems, and the special-assessment work planned for 2026. Culverts and streams are carrying higher water volumes, and several older culverts that

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previously functioned adequately are now overflowing and contributing to road damage. The special assessment is intended to address the most urgent culvert failures and improve water-handling capacity. The special-assessment work will begin in approximately two weeks. Five major culverts were identified for replacement, along with limited pavement touch-up work. SVRA has approximately 48 culverts. The five selected culverts were described as the most severely impaired. Some original culverts are approximately 45 years old and 12 inches in diameter. Replacement culverts were described as 24 inches in diameter, with revised angles where needed.

5) **Member Questions and Discussion** – The board discussed storm impacts, water flow, ditch maintenance, grading practices, culvert locations, pavement deterioration near the upper Basswood area, and the long-term paving plan. The Board explained that addressing the most urgent drainage failures should reduce recurring maintenance costs and allow reserves to be replaced for future work. Emory Prescott questioned the reference to multiple hurricanes in the special-assessment letter and gave suggestions about ditch edges, leaf removal, and grading gravel to the road edge. She was thanked for the suggestions; they were noted as maintenance considerations for the future. Tom Pasko explained that the central concern was increased water flow and inadequate culvert capacity.

6) **Budget Timing, Deficit Discussion, and Grant Research** - Frank Dunn questioned whether the reported deficit conflicted with the bylaws. Pam Van Alstyne explained that the Board authorized approximately $42,000 in road work on August 27, 2025. Ron noted that expenses had exceeded receipts in the past. Pam Smolik clarified that the Association's bank account was not overdrawn; rather, the records showed that more was spent than collected during the period. Members also discussed the timing of the special-assessment notice and whether grant funding had been pursued. Ron clarified that Jackson County, through a FEMA-related grant effort, sent a crew to remove debris and reduce diversion risks, but SVRA itself did not receive a FEMA grant as we didn't qualify as a HOA or ROA. Frank Dunn identified the Stream Flow Rehabilitation Assistance Program, described it as a potential 50-percent matching opportunity through Jackson County that he stated would work for an HOA or ROA that recently became available, and stated that Doug Cody could assist with research. Ron suggested evaluating whether a larger request would be appropriate. Everyone agreed that would be a great idea to pursue, Frank Dunn agreed to pursue and get back to the board.

7) **Collections Policy and Payment Plans** - The Board presented a new collections policy that could be adopted to establish consistent procedures for unpaid dues and assessments and to better align with current North Carolina Chapter 47F. The Late fees are $30 per month, up to a maximum of $90, Interest may be applied annually at 8% to balances more than 60 days past due. A reminder notice and formal demand process begins at 60 days past due. At 90 days, an account may be referred for lien placement and legal collection. At 120 days or more, attorney action may proceed, including lien enforcement and recovery of legal costs. Payment plans will no longer continue by

default. The Board may consider individual hardship arrangements on a case-by-case basis. In an effort to maximize every dollar we do collect. We have started implementing several processes to manage, save, and effectively use with less waste. What that means is that we will be working diligently to get past due items in. We all take pride in our roads and will aggressively request impact fees be paid.

Motion to Approve the Collections Policy and terminate Payment Plans: Nancy McConnell, Seconded by: Dennis Olson. The vote was approved, all in favor; none opposed.

8) **Election of Board Members** - Tom Pasko's and Carter Allen's (who replaced Dave Stover) terms were up. Tom asked if anyone would like to run for the board.

Motion to elect Tom Pasko and Carter Allen to the Board - made by: Dennis Olson, Seconded by: Nancy McConnell. Approved, all in favor; none opposed.

9) **Additional Member Discussion** - The Board reported that it had addressed a landowner's unauthorized ditch work and had consulted the Association's legal team because the activity continued. Gabe Mixon stated that the discussion helped explain the special assessment and requested more frequent communication, including financial information on the website. Lisa Ware suggested a mid-year report and advance distribution of the Treasurer's report before the annual meeting. Emory Prescott suggested restoring a multi-year financial comparison so members can review trends. Frank Dunn asked whether action on the special assessment could be delayed while grant availability was researched. Tom Pasko explained that special assessments are within the Board's authority and do not require a membership vote. The Treasurer position was also discussed. The bylaws do not require the Treasurer to be a Board member. Barbara Olson agreed to remain as treasurer.

10) **Annual Dues** – The board recommended that the annual dues remain the same.

Motion that Annual Dues remain at $1500 – made by Gabe Mixon, Seconded by: Lisa Ware. The vote was approved, all in favor; none opposed.

11) **Other Business** - Frank Dunn sought a membership vote on whether the special assessment was necessary. Tom Pasko explained that the assessment had already been imposed and suggested that the membership could instead consider a motion to research future procedures. Dennis Olson noted that changing the special-assessment process would require a bylaw amendment approved by two-thirds of the members. No additional motion and/or votes were recorded.

Motion to Adjourn – made by: Lisa Ware, Seconded by: Dennis Olson. The vote was approved, all in favor; none opposed.

Attached: Sign-in list.

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